



**Town of Arlington, Massachusetts**  
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## **Library Trustee Minutes 02/12/13**

Meeting of the Board of Library Trustees  
Tuesday, February 12, 2013

### **Call To Order**

Chairman Katherine Fennelly called the meeting to order at 7:23. In attendance were trustees Joyce Radochia, Heather Calvin, and Adam Delmolino. Also attending was Finance Committee Liaison Mary Margaret Franclemont, library director Ryan Livergood, and assistant director Andrea Nicolay. Absent were trustees Diane Gordon, Frank Murphy, and Barbara Muldoon.

### **Finance Committee Liaison**

The budget for FY 2014 was discussed. The Board stressed that cuts to library personnel must be avoided and stressed the importance of restoring Sunday afternoon and Thursday morning hours. Ms. Calvin added that while summer Saturday hours were not itemized in the budget letter, it is advisable to assess community need for Saturday hours during summertime going forward. The funding structure of Fox Friday openings was explained by Ryan. The technology landscape within library services and the increased demand for eBooks and support was discussed. It was proposed that it may be time to update the PSA for the library that airs on local cable. Ms. Franclemont will present the budget a week from tomorrow and the FinCom liaisons will come to the March Board of Trustees meeting to report what was decided.

### **Approval of Minutes**

The trustees reviewed the minutes from the January 8 meeting and approved them. (Heather Calvin/Joyce Radochia)

### **Communications**

A letter was received from John Worden, attorney. \$250K is to be added to funds previously administered concerning the Barry and Memorial Fund. A memo was received from Stephen Gilligan regarding the transmittal of the Trust Funds Investment Review. Ms. Fennelly mentioned her email conversation with Stephen Gilligan concerning same.

### **Community Time**

No members of the community were present.

### **Director's Report**

Ryan gave an update regarding the Library Card Sign Up Challenge, and suggested that an online library card application form would be advantageous, similar to Belmont's. The second library-themed On the Avenue show will air in March. The ScanPro 2000 microfilm machine will be demonstrated at the library and considered for purchase. Books in Bloom is coming up on March 8, and Ms. Radochia will be on hand to meet and greet. In the circulation statistics report, note that the equipment number is artificially high due to testing of the LapSafe Vending Machine. Laura Lintz deserves credit for bringing Fox circulation up by 22%. Vicky Slavin will not be replaced immediately; more information is forthcoming depending in part on budget decisions. The staff are having a retirement party for Ms. Slavin on 3/11.

### **Review of Policies: Dates Last Revised**

The library's Collection Development policy definitely needs to be updated. The idea of reviewing 2010 policies was brought up. A Social media policy would be useful. Ryan talked about the possible appropriation of the Fox

Community Room by the library, and briefly discussed implications for the Community Room policy. It was pointed out that public electronic access to policies is an idea worth exploring. Ryan will consolidate the list of policies and verify the accuracy of policy revision dates for the March meeting.

#### Foundation Update

The Foundation is evolving at a slow pace; there will be a meeting of board members on March 20. The Foundation is still looking for board members.

#### Plugged In Series Update

The series is going very well. Michele Meagher does a great job. Plans for upcoming programs include a career counselor program with Nancy Dodd. She will instruct on how to use Linked In and build one's personal brand.

This is the first of a two-part series; the second will be a hands-on workshop to set up Google authorship. Ms. Meagher is also proposing that a professional photographer be brought in and that attendees might be charged for photos. After discussion the trustees concluded that such a model would be too commercial. It was suggested that Plugged In offer it as a free service, with the funding behind it.

#### Library Card Sign Up Challenge Update and Picture

Trustees posed for a publicity photo with their library cards, to be shared on social media as part of the promotion.

#### Unanticipated Items

A letter was received by Judy Paradis from Oakes Plimpton. He wishes to revise *Arlington In the Growing Years*.

Maryellen Loud gave a soft yes to writing the piece on the library addition.

#### Date of Next Meeting

Tuesday, March 12.

#### Adjournment

8:43 p.m. (Joyce Radochia/Heather Calvin)

#### Documents provided:

- Meeting agenda
- FY 2014 Library Budget Recommendations
- January 2012 meeting minutes
- January Director's Report
- Policies/Procedures Affecting the Public